



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday November 8, 2021, Market Hall, Saxmundham

In Attendance - Councillors

Councillor Jeremy Smith (Chair) Councillor Charlotte Hawkins
Councillor Di Eastman (Vice Chair) Councillor Tim Lock
Councillor John Findlay Councillor Nigel Hiley
Councillor John Fisher Councillor James Sandbach

Also present: Roz Barnett (Town Clerk)

Open Forum: Two members of the public were present but raised no issues.

1 86/21TC	Apologies and approval of absence. Apologies were received from Cllr. Roger Hedley Lewis RESOLVED: The Town Council noted and approved the apology.
2 87/21TC	Declarations of interest and considerations of requests for dispensations. Cllr Di Eastman declared a non-pecuniary interest in item 94/21TC as she is a trustee of IP17 Good Neighbour Scheme. Councillors Nigel Hiley and James Sandbach declared a non-pecuniary interest in item 96/21TC as they are trustees of the Gannon Institute.
3 88/21TC	Minutes of the previous Town Council meeting. RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on 11 October 2021.
4 89/21TC	County Councillor Report. County Councillor Richard Smith reported that he will be attending the Remembrance Services in Saxmundham, Kelsale and Yoxford this year. He also gave a brief update on Sizewell C and asked the Committee to note that the Planning Inspectorate had listened carefully to the evidence that was presented. He stated that he hoped the application would be refused, but if approved the County Council will be seeing the maximum compensation and mitigation for the area. Councillor R Smith also informed the Town Council that the County Council are consulting on HGV routes through Suffolk, and the closing date for responses is 17 December 2021. In response to a question, he explained that old Fromus Centre site will be used for housing, the community garden, and some supported housing for clients of adult social care.
5 90/21TC	District Councillor Report. District Councillor J Fisher echoed Councillor R Smith's comments on Sizewell C and explained that East Suffolk Council has decided to take a neutral position despite the opposition of some District Councillors. He also mentioned that the police were conducting a consultation and the closing date for responses was the 22 November 2021.
6 91/21TC	Chair's Report. Councillor J Smith stated that he will be attending the Saxmundham Remembrance event in Fromus Square. The Chair raised concern about the recent assault in the Town

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	<p>and asked the Clerk to invite the Police to attend the next meeting. Councillor R Smith suggested inviting the Police Commissioner.</p> <p>Councillor J Smith also informed the Council that the joint Statement from Saxmundham Town Council and Churches Together in Saxmundham on the COP26 climate change conference had been favourably received</p> <p>The Clerk asked the councillors for their views on the Christmas tree outside the Market Hall. The Council understood that a large tree would be in the way for the Christmas event, but the majority felt that there should be a Christmas Tree. It was left to Chair and Vice Chair to organise a solution with the Clerk.</p>
7 92/21TC	<p>Minutes of the previous committee meetings.</p> <p>a) The Town Council received and noted the draft minutes of the Resources Committee held on 25 October 2021.</p> <p>b) The Town Council received and noted the draft minutes of the Amenities Committee held on 25 October 2021. Councillor T Lock, the chair of the Amenities Committee, reported that the Amenities Committee were making progress on the Memorial Field project and gateway entrance improvements.</p> <p>c) The Town Council received and noted the minutes of the Planning and Development Control Committee (PDCC) held on 19 October 2021. Councillor J Fisher, the chair of PDCC, explained that a response to the Nautilus proposals had been drafted and, after circulating to all councillors for comment, had been submitted.</p>
8 93/21TC	<p>Financial matters.</p> <p>a) RESOLVED: That the Town Council received and ratified the payments and receipts for the Town Council and Market Hall up to 30 October 2021. (Appendix A)</p> <p>b) RESOLVED: That the Town Council agreed to transfer an additional £50,000 from the Barclays current account to the Cambridge Building Society Council Saver Account (Interest 0.5%)</p> <p>c) Councillors approved the Notice of Conclusion of Audit 2020/21 and received the External Auditor's Report (Agar Section 3) 2020/21, which was now published on the Council's website/public notice boards. The auditor has issued an unqualified report and raised no issues for the council to address. RESOLVED: That the Council approved the Notice of Conclusion of Audit 2020/2021.</p>
9 94/21TC	<p>Budget</p> <p>a) Councillor J Findlay, chair of the Resources Committee, gave an overview of current year spending for the first 6 months of the year and the predicted spending by the end of the year. He reported that due to £20,000 additional grant funding and a potential underspend in some budget lines the Council is likely to end the year under budget. The Clerk was asked to update the budget outturn for the December meeting.</p> <p>b) Councillor J Findlay presented the draft budget 2022-2023, which must be finalised before the end of January. He explained that the Council had to set a budget that could meet the social and economic challenges but allow the Council to deliver the Council's agreed action plan. He reported that the tax base had increased for next year because of development in the Town. He explained that if the Council were to agree not to increase the</p>

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	<p>precept an income of £227,000 would be generated, providing approximately an extra £4,400. This effectively would be a 1.9% increase; however, this additional income would be offset by the removal of the additional precept grant that was received last year.</p> <p>He drew the Council's attention to the fact that to balance the draft budget some reserves would be drawn from the Council's Reserves to fund some of the project work. It was noted that £8000 of the grant funding for Town Centre Co-ordinator post, received in the current financial year, would be set against the shortfall.</p> <p>Councillors debated whether to make a small increase in the precept because of rising inflation or to hold the precept at the current level. Council was asked to note that acquiring additional pieces of land from East Suffolk Council, will incur extra costs in future years.</p> <p>RESOLVED That the Council received and noted the draft budget and asked the Resources Committee to consider the points raised by Councillors and bring back a proposal for the December meeting.</p>
<p>10 95/21TC</p>	<p>To Consider Recommendations from the Amenities Committee on the Memorial Field</p> <p>The Council received the consultation report on the proposals for the Memorial Field that had been completed by 71 residents. The Council noted the concerns around anti-social behaviour and the request to keep a buffer zone between houses and the activity areas. The Committee noted that the public were generally in favour of the improvements proposed by the Council.</p> <p>Councillor Lock explained that the Amenities Committee had suggested the following priorities because of the consultation.</p> <p>Year 1 -Creating a memorial garden and making more of a feature of the stone, installing a commemoration gate, heritage signage, improvements to the entrance on Rendham Road and possibly improved storage</p> <p>Year 2 - Improvements to the bridge between Seaman Avenue and the Memorial Field and improvements to the play equipment in Seaman Avenue</p> <p>Year 3 - Improved parking, possibly at Seaman Avenue</p> <p>The Council noted that the Amenities Committee wanted to commission an underground survey, and this was referred to the Resources Committee.</p> <p>The Council noted that the Amenities Committee had embarked on winter hedge, tree and bulb planting.</p> <p>RESOLVED: That the Town Council welcomed and expressed approval of the approach of the Amenities Committee and asked them to continue developing and costing the proposals.</p>
<p>11 96/21TC</p>	<p>Gannon Institute (known locally as the Gannon Rooms)</p> <p>The Council received the results of the public consultation survey on the future of the Gannon Rooms. The survey was completed by 165 respondents and 85% of the respondents agreed or strongly agreed that the Town Council becomes the sole trustee of the charity. The Council received and discussed the report from the Chair detailing potential costs and benefits to the Town.</p> <p>RESOLVED: That the Town Council agrees to become the sole trustee of the Gannon Institute.</p> <p>That the Chair of the Council, Clerk, and trustees work with the Charity Commission to make the necessary changes in the governance arrangements.</p>

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<p>12 97/21TC</p>	<p>Neighbourhood Plan Cllr J Smith reported that over 150 members of the public had attended the exhibition of the Draft Neighbourhood Plan on the 5 and 6 November. He asked Council to note that the consultation was open until the 22nd of December and documents could be viewed online. The Neighbourhood Plan team were pleased with the turnout and positive responses from attendees. The Chair asked that his thanks be recorded to the Assistant Town Clerk and the consultants for organising the consultation.</p>
<p>13 98/21TC</p>	<p>Correspondence</p> <ul style="list-style-type: none"> • The Council received and approved a request from a member of the public to develop a First World War memorial walk for the Town. • It was agreed that Councillor Hiley and Sandbach attend the EDF meeting • The request for lighting on the routes from Hopkins Homes and the Town Centre was noted. • The Council noted that there had been an approach by a supermarket asking whether there were any suitable sites in the Saxmundham area. • The Council noted that a retailer in the town had asked the Council to address a party wall issue.
<p>14 99/21TC</p>	<p>Reports from Councillor Representatives on other organisations.</p> <ul style="list-style-type: none"> • Cllr Eastman reported that IP17 GNS are working on their Christmas programme, including Christmas dinners, sleigh ride and switch on event. • Councillor Fisher reported a maintenance problem on the Fairfield footpath • It was noted that the next PPG meeting was scheduled on 17 November. It was noted that there was a lot of speculation about the clearing of the site by the Carlton Park. The Chair agreed to investigate the matter. • Sizewell C Hearings had now ended and Councillor Hiley and Sandbach agreed to draft a statement for the Secretary of State for Business, Energy and Industrial Strategy who will make the final decision. • The Council noted the potential proposals for a new interconnector site in East Suffolk. Whilst the Council welcomed renewable energy projects, they were concerned that these were not being co-ordinated. Councillor Hiley agreed to draft a short letter making that point regarding the need for coordination to be sent to our MP.

Meeting ended at 9.03pm Roz Barnett, 01/11/2021 Clerk to Saxmundham Town Council

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Appendix A

October Payments Saxmundham Town Council

For the period 1/10/2021 - 31/10/2021

Income

Date	Transaction Detail	Amount
East Suffolk Council	Grant	£ 9,926.00
Barclays	Interest	£ 1.84
East Suffolk Council	Grant	£ 551.37
Market Hall	Broadband	£ 135.00
Crisps	Santa donation	£ 121.00
Stallholder	Christmas	£ 10.00

Bank Reconciliation up to 31/10/2021 for Cashbook No 1 - Current Bank A/c

Payee Name	Description	Stat Amnt	Payee Name or Description
H G Crisp (Whites of East Ang	Account	£ 12.54	Annual
Suffolk County Council	Road Closure	£ 1,010.84	Minute Number
Wave Utilities	Water	£ 40.00	Annual
Barclays Bank	Charges	£ 15.35	Annual
NEST Pensions	Pensions	£ 381.55	Annual
British Gas	Electric	£ 62.40	Annual
Salary 2	Salary 2	£ 991.24	Annual
Salary 3	Salary 3	£ 356.17	Annual
Salary 1	Salary 1	£ 2,522.05	Annual
British Telecom	Phones	£ 157.97	Annual
Eastern Shires Purchasing Orga	Stationery	£ 127.32	Annual
Leiston Press Publishing	Printing	£ 232.60	Annual
Judy Chesterfield	Cleaning	£ 222.00	Annual
Suffolk Coastal Norse Ltd	Maintenance	£ 349.14	Annual
Suffolk Assoc. of Local Council	Payroll	£ 117.60	Annual
Herring Bone Design Ltd.	Web Support	£ 120.00	Annual
Red Dune Ltd.	IT Support	£ 748.98	Annual
Coastal Fire Ltd.	Youth Booth Lighting	£ 400.32	Minute Number
PKF Little John	External Audit	£ 720.00	Annual
Phil Leon Painting and Decorat	Youth Booth	£ 749.10	Minute Number
Rosalind Barnett	Refund Website	£ 87.22	Annual
J T Pegg & Sons Ltd.	Green Team Equipment	£ 74.10	Minute Number
POPPY APPEAL British legion	Donation Wreaths	£ 60.00	Delegated Power
JOHN ROBERTS	Map Design	£ 50.00	Minute Number
Opus Energy	Gas	£ 8.14	Annual
NEON CONTENT & COPY	Website Update	£ 135.00	Minute Number
Market Hall	Capital Grant	£ 10,500.00	Minute Number
	Total	£ 20,251.63	
Bank Balance 31 October 2021		276281.21	

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October Payments Market Hall			
From the 1/10/2021 - 31/10/2021			
Payee Name	Transaction detail	Amnt Banked	
Income			
MH58	Hall Hire	£	60.00
MH77	Hall Hire	£	60.00
MH70	Hall Hire	£	110.00
MH56	Hall Hire	£	37.50
MH71	Hall Hire	£	50.00
MH72	Hall Hire	£	60.00
Barclays	Loyalty Reqward	£	0.70
MH61	Hall Hire	£	240.00
MH74	Hall Hire	£	100.00
Rudd Stall	Makers Market	£	10.00
Jules Art	Makers Market	£	8.00
Cole Stall	Makers Market	£	8.00
PrykeStall	Makers Market	£	8.00
WoodStall	Makers Market	£	10.00
Judo MH75	Hall Hire	£	30.00
MH65, MH64	Hall Hire	£	410.00
Town Council	Cap Grant	£	10,500.00
	Total Income	£	11,702.20
Expenditure			
Payee Name	Transaction detail	Amnt paid	Authorisation
Barclays Bank	Bank Charges	£	10.80 Annual
E.ON	Gas	£	27.05 Annual
JT Wilding	Cooker Repairs	£	285.60 Minute Number
J West	Refund Hall Hire	£	30.00 Delegated Powers
Judy Chesterfield	Cleaning	£	192.00 Annual
Saxmundham Town Council	Broadband	£	135.00 Annual
	Total Expenditure	£	680.45
Bank balance 31st of October 2021		£	35,151.44

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